

THE
LANGUAGE
SYSTEM
OF
PENMANSHIP
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REVISED

3

EDITION

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PENMANSHIP

The writing of words in script form for the expression of thought is Penmanship.

The two chief and equal elements of script form are Legibility and Rapidity.

Legibility is promoted; (1) by different letter forms; (2) by open, round forms; and (3) by a three space letter.

Rapidity is promoted; (1) by a natural slant; (2) by simple forms; (3) by continuity of line; and (4) by natural shading.

Script form, in this system, is taught as expressive form, and no form is given unless it has its proper expression.

I. POSITION

The Book should be kept well toward the front of the desk, and may be turned slightly to the left.

The Right Hand should grasp the pen lightly between the thumb and first two fingers. It may rest lightly at times on the side of the hand or little finger.

The Pen should be held so that the point is well forward, and so that it strikes the paper flatly and smoothly with the proper touch.

The Arms should rest upon the table, the left holding paper or book, the right doing the writing with the proper movement.

The Body should make its chief inclination at the hips. It should not be twisted in any way and should face toward the front.

2. MOVEMENT

Letters and words in this series are designed to be written,—not drawn or printed. They have been made to harmonize with the ultimate reflexive form of all expressive Penmanship.

Therefore, the movement exercises should go hand in hand with the work in the copy-book, and should take equal time.

In the movement exercises, lies the great work of the teacher, to develop strength and power of execution together with rapidity and ease.

Finger Movement is first used by the child in learning to write. When the movement exercises give him more strength he is able to combine it with the forearm movement.

The Forearm Movement, that is the movement when the arm rests on the muscle near the elbow, should be taken up in the movement work, soon after the child has learned to form the letters.

The Whole-Arm Movement is the action of the whole arm from the shoulder with the elbow raised. It should be introduced as soon as proficiency is attained in the forearm movement.

The Combined Movement, which is the resultant movement of a strong development of all the writing activities of the arm and body, is only secured after systematic and thorough drill. It must be noted that a certain **nerve force** must be exerted by the learner in order to reach good results. The pupil must intend to do the exercise with all his power. However, movement must not receive more attention than expressive writing.

The Movement Exercises are suggestive, and each one is susceptible of modifications at the discretion of the teacher. All letters should be combined as in the three cases given. No exact rule can be given for the use of these exercises, as the teacher must select, extend and decide for himself.

My father is at Auburn, N. Y.

We go to Auburn, New York.

What is the meaning of the letters N. Y. in the first copy?

Write the meaning of the abbreviations N. A., N. H., and S. C.

The meaning of N. Y. is New York.

The abbreviations of N. A. is

North America of N. H.

is New Hampshire of S. L. is South Carolina

ABBREVIATION BY LETTERS AND PERIOD

William Penn was a Quaker.

William Penn was a Quakers.

William Penn was a Quaker.

William Penn was a Quakers.

William Penn was a Quaker.

William Penn was a Quaker.

Who trusted in Wm. Penn?

What name is written in two ways in the copies?

Write the meaning of each of the abbreviations Chas., Pa., Dec.

William Penn

Charles, Pennsylvania

December

Is July Fourth a holiday?

July 4th is our holiday.

What word has been shortened
in the second copy?

The word Fourth has been

shortened

first, second, third, fifth,
and sixth

Write the words first,
second, third, fifth, and
sixth in a shorter form.

ABBREVIATIONS WITH DIFFERENT MEANINGS

Edwin Long, 79 St. James St.

Is this Saint James Street?

What two meanings can be given to the abbreviation St. in the first copy?

Write two meanings for each of the abbreviations U. S. A. and Co.

U. S. A. stands for United States of America.

And Co stands for Company

He settled the account in full.

We received his account to-day.

In what two ways can you shorten the word account?

y,

Shorten in two ways the words cents, Pennsylvania, and Connecticut.

Cents. Pennsylvania, and Connecticut

"All's well that ends well."

"All's well that ends well."

" All's well that ends well."

All is well that ends well.

What letter is the apostrophe used for in the first copy?

its means, it is, cannot.

Write correctly each of the words can't, I'll, 'tis, and it's, so as not to use the apostrophe.

I will,

ABBREVIATION BY SYMBOL

Twelve yards = thirty-six feet.

Twelve yards: thirty-six feet.

Twelve yards: thirty-six feet

Twelve yards: thirty-six feet.

Twelve yards = thirty-six feet.

Twelve yards = thirty-six feet.

Four pecks equal one bushel.

equals, dollars' cts.

For what word is the symbol
= used?

Write in words the meaning
of each of the symbols &,

\$, ¢, and #.

James I. founded Jamestown.

Who was James the First?

I. five, ten, fifty.

In the first copy, what word
is meant by the letter I?

Write in words the number
which each of the letters I,
V, X, L, C, D, and M
may express.

Can you divide 10 by 2? Yes.

Can you divide 10 by 5? Yes.

Can you divide 10 by 2? Yes.

Fred can divide ten by two.

What can I say is written for
the number 10?

ten

What can I say is written for
the number 10?
which each of the figures 1,
2, 3, 4, 5, 6, 7, 8, 9, and
0, expresses.

I. II. III. IIII. V. VI. VII. VIII. XI.

Can you read $6 + 2 = 8$? Yes.

Can you read $6 + 2 : 8$? Yes.

Can you read $6 + 2 : 8$? Yes.

Can you read $6 + 2 : 8$? Yes.

Can you read $6 + 2 : 8$? Yes.

Can you read $6 + 2 : 8$? Yes.

So, six plus two equal eight.

What word may be written
for the sign +?

The sign +? ~~x~~ times. minus

Write in words the meaning
which each of the signs
 \times , \div , expresses.

Division, \div

PRONUNCIATION MARKS

Say gondola, not gondola.

Lay gondola, not gondola.

Say gondola, not gondola.

Lay gondola, not gondola.

Lay gondola, not gondola.

Lay gondola, not gondola.

Row our gondola in Venice.

Which syllable should be
sounding the loudest in the
word gondola?

Write the words infer, refer,
and cheerful, and mark the
accented syllable in each word.

Gondola, infer, refer and
Cheerful.

PRONUNCIATION MARKS

Bennie said bāde, not bāde.

He bāde him climb higher.

What marked letter is sounded
in different ways in the first
copy?

Write the words sit, sight,
met, mete, so, not, tune,
and up, and mark the vowel
sound in each word.

Cañons are very deep gorges.

Canons are very deep gorges.

The hotel has an iron façade.

The hotel has an iron facade.

What letter in the word
cañon is sounded like the
letters ny?

Write a sentence containing
the word cañon.

Cannons

Cannons are very deep
Gorges.

PRONUNCIATION MARKS

The company is coöperative.

The company is cooperative.

He was reelected to the office.

What marked letter in the first copy begins a syllable?

Write each of the words
cooperate, coalesce, and
reorder with proper pronun-
ciation marks.

Coöperate, coalesce, and
reorder

HYPHEN IN DIVIDED WORDS

William M. Thackeray fin-

ished "Vanity Fair" about 1848.

ished "Vanity Fair" about 1848.

ished "Vanity Fair" about 1848

Finished.

Could the word finished be
properly divided in any other
way than in the copy?

Write in two parts each of
the words capital, longest, and
fury.

Capital, longest, and
fury.

HYPHEN IN COMPOUND WORDS

Put it in the paper-box.

Make a paper box for me.

Could a paper box
be made of wood?

Well, such of the men
milkmen, iceman, ox-cart
and mousetrap as two
of them

a paper box can be made of wood

milkmen, iceman, ox-cart

mousetrap

ELLIPSIS MARKS

"My Country * * * I sing."

"My Country . . . I sing."

"My Country . . . I sing."

"My Country I sing."

"My Country I sing."

"My Country I sing."

"My Country , , I sing."

What words are left out in
these examples?

ELLIPSIS MARKS: DASH

Mr. G — endorsed the note.

Mr. Gray signed the check.

For what letters is the dash used in the best copy?

Write the sentence: "He said the Th—, and un-
derlined the Th—s, using the
proper letters instead of
dialects.

ELLIPSIS MARKS: CARET

Platinum has^a reddish ore.

Platinum has a reddish ore.

How is the first copy corrected?

Write correctly the sentence,
He fell in river.

REFERENCE MARKS

Webster* wrote a great book.

Who debated with Webster?

Who debated with Webster+?

Who debated with Webster?

Who debated with Webster?

Who debated with Webster?

Who debated with Webster?

*The first copy refers to Noah Webster, who wrote a celebrated dictionary.

†The second copy refers to Daniel Webster, who debated with Hayne and Calhoun.

SUGGESTIVE MOVEMENT EXERCISES.

1
m m m

2
m m m

3
m m m

4
m m m m

5
(c) (c) (c) (c)

6
(c) (c) (c) (c)

7
m m m m m

8
c c c c c

9
m m m m m

10
m m m m m

11
m m m m m

12
m m m m m

13
m m m m m

14
m m m m m

15
m m m m m

16
a a a

17
B B B

18
C C C

19
i u v

20
m n o x

21
l b h k

22
t d p

23
o o o

24
v v v

25
w w w

26
o n o n o n

27
n o n o n o

28
l o l o l o

29
x x x x x x

30
a a a a

31
b b b b

32
c c c c

33
o a c e

34
r s r s

35
j y z g g

36
f f p p f p

37
m m m m m

38
m m m m m

39
m m m m m

40
m m m m m

41
(c) (c) (c) (c)

42
(c) (c) (c) (c)

43
f f f f f f

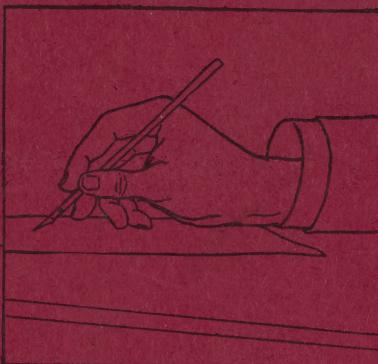
POSITION OF BODY,
FRONT VIEW.



POSITION OF BODY,
SIDE VIEW.



POSITION
OF
HAND AND PEN.



SMALL LETTERS.

a b c d e f g h
i j k l m n o p q
r s t u v w x y z

CAPITAL LETTERS.

A B C D E F G H
I J K L M N O P Q R
S T U V W X Y Z

FIGURES AND SIGNS.

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